Guidelines for Submitting Documents and Requesting Information

All forms are located on the Staff Portal in the Campus Resources Accounts Payable section. Please review the instructions prior to completing the form. Any documents that do not adhere to the policy, procedure and instructions, may cause delays with payment processing. This guideline does not include all forms on the website. Just those that are the most frequently used.

Where to send forms and request information:

- **accounts.payable@stmarys-ca.edu**
    - Expense Reports Form
    - Cash Advance Form
    - Check Request Form
    - Purchase Requisition

- **pcard.support@stmarys-ca.edu**
    - PCard agreement and application
    - Requests to increase PCard limit
    - Questions/issues with PCard

- Gary Stewart **gbs2@stmarys-ca.edu**
    - Journal Entry Request Forms
    - Questions/issues with transactions posted to GL code
    - Questions/issues with CAR/contract agreements
    - Miscellaneous accounting questions/issues

- Joe Rosa **jtr2@stmarys-ca.edu**
    - Purchase requisition status/questions/issues
    - Invoice/payment request status/questions/issues
    - Status of check issued
    - Vendor creation questions/issues

- Gaby Perez **gp9@stmarys-ca.edu**
    - Invoice/payment request status/questions/issues
    - Status of check issued
    - Vendor creation questions/issues

- Kevin Woo **ksw3@stmarys-ca.edu**
    - Invoice/payment request status/questions/issues
    - Status of check issued
    - Vendor creation questions/issues

- Sue Hooks **shooks@stmarys-ca.edu**
    - Request for Budget Entry Form
    - Budget inquiries

- Ann Tomaselli **amt19@stmarys-ca.edu**
    - CARS/contract agreements
    - Status/questions/issues regarding CARS/contract agreements

Steps for Submitting Forms

Expense Report: Used for faculty and staff out of pocket expense reimbursements. Do not use to pay vendors or non SMC employees.
1. Complete the Expense Report Form (see instructions).
2. Attach all appropriate receipts. When uploading receipts, please make sure they are clear and legible.
3. Obtain Supervisor's approval. Approver must be someone in a senior position than the person being reimbursed. If charging expenses to another department, please obtain approval from appropriate department approver (can be via email).
4. Email expense report, receipts and approvals to accounts.payable@stmarys-ca.edu

Cash Advance Form: Used to receive cash in advance for anticipated out of pocket expenses while travelling or paying for a college sponsored event.
1. Estimate the amount of anticipated expenses.
2. Complete the Cash Advance Form. (receipts not required when submitting form. See instructions)
3. Obtain approval from immediate supervisor.
4. Email cash advance form to accounts.payable@stmarys-ca.edu no more than thirty days before trip or event.
5. No more than sixty days after receiving advance, complete an expense report form (see above procedures for submitting form)
6. If expense report is not received prior to the end of the sixty-day period, per IRS Accountable Plan regulations, the entire amount of the advance is considered income to the recipient and will be taxed accordingly.

Check Request Form: Used to request payments when an invoice was not obtained or for selected purchases to which a vendor does not accept credit card. Ex: Includes, but not limited to, membership fees, subscriptions, conference registrations, independent contractor payments.
1. Complete check request (see instructions).
2. Attach all appropriate documents to substantiate payment.
3. Sign request based on your approval authority or obtain approval from authorized signer.
4. Email Check Request and supporting documents to accounts.payable@stmarys-ca.edu.

Contract and Agreement Routing (CAR) Form: Internal document used in conjunction with an agreement. Please read instructions in their entirety before completing the form. Please do not send the form without the appropriate agreement. Please contact Ann Tomaselli atm19@stmarys-ca.edu or Gary Stewart gbs2@stmarys-ca.edu for assistance.
1. Download and complete form.
2. Email form along with appropriate agreements and any additional documents needed to Ann Tomaselli.
3. If anticipating to send CAR/agreements on an ongoing basis, please contact Gary Stewart who will provide access and training to Docusign.

Limited Speaker Agreement (LSA): Used via Docusign to pay a speaker engagement fee of $500 or less to non SMC students and employees. Please read instructions in their entirety before completing the form. A fee may be associated to any inaccurate or incomplete agreements. Please contact Gary Stewart for any assistance needed.

1. Click LSA via Docusign link.
2. Read instructions and click LSA link at the bottom.
3. Enter appropriate name and email address information
4. Click begin signing and enter information on LSA
5. Click finished

Purchase Requisition (PR): Document used to create a Purchase Order (PO) and is required for all purchases of merchandise and services over $3,000.

1. Complete the PR form per the instructions.
2. Email form and any supporting documents to accounts.payable@stmarys-ca.edu

Purchasing Card (PCard) Agreement: This is a Docusign form used to request a SMC company credit card for business purchases and travel expenses.

1. Click on the PCard application agreement.
2. Enter requested name and email address information and click Advance Edit
3. Read and sign the PCard Policy and Procedures. Please be aware or familiar with the prohibited transactions stated in the Policy.
4. Complete and sign the Application and Cardholder Agreement.
5. Click send.

Journal Entry Request Form: To request an adjustment between General Ledger (GL) account codes.

1. Click Journal Entry Request Form link and read the instructions.
2. Enter information pertaining to the journal entry you would like to create. Note: Transfer from GL code will reduce the amount in the actual expenses section of the GL code and Transfer to GL code will increase the amount in the actual expenses section of the GL code.
3. Once completed, email form to gbs2@stmarys-ca.edu.

Request for Budget Entry: To request the transfer of funds within a department's GL lines.

1. Click on the Request for Budget Transfer Form and read the instructions.
2. Enter information pertaining to the budget transfer you would like to create. Note: Transfer from Account reduces the budget amount and Transfer to Account increases the budget amount.
3. Once completed, email form to shooks@stmarys-ca.edu.

Ordering Office Supplies: To purchase basic office supplies.

1. Request access to SMC Office Depot account. Contact Joe Rosa jtr2@stmarys-ca.edu
2. Request access to SMC Amazon Business account. Contact Gary Stewart gbs2@stmarys-ca.edu. This is not a Prime account. Will need a credit card to purchase.
3. Log into SMC Costco Business account. Enter email gbs2@stmarys-ca.edu. Password is mysmcbus17. Will need a credit card to purchase.